



General Housekeeping/ Hints and Tips

Farmplan Financial Software

2019 webinar series – accompanying notes

Please note before proceeding:

These notes have been created to accompany the recent Farmplan webinar. These notes are not exhaustive and do not cover every available situation, option, or solution: depending on your farm and business setup you may need to adapt or follow a different process.

For further information please contact the Farmplan support team, who will be happy to advise you.



Tidying Up

Finish Codes

To make data entry and reporting more efficient it can be useful to finish codes that you no longer require, including:

-  Heading Codes
-  Searchcodes
-  Farm Codes
-  Enterprises
-  Suppliers and Customers
-  Assets (*if you have the Asset Register*)

Finished codes do not show in data entry screens, but are visible on relevant reports and are available for budgeting. If a finished code is required again, the finish box can easily be unticked.

Heading Code Groups

Heading Code Groups decide the order of standard and detailed reports. They can easily be arranged by dragging and dropping, within their original Band. Heading Codes can also be moved between Groups in the same Band. Heading Code Groups cannot be finished, but if they no longer contain any Heading Codes, they can be deleted.

Default VAT Status

When a Heading Code is created the software asks for a default VAT status for the code, which enables it to fill in the VAT status when that code is selected on transactions. This can save time and ensures that the correct VAT statuses are being used. If unsure about which VAT status then check with your accountant or HMRC for advice.

Supplier and Customer Ledgers

The Supplier and Customer Ledger balances can be checked from the Inspectors or print the ledger balance reports in the Report Library. Any ledgers with a small balance, such as a few pence, can be tidied up. There are a variety of causes for this, and depending how long the balance has been there your accountant may need to advise you.

The Supplier and Customer Age of Credit and Debt Summaries are worth printing. There may be suppliers or customers listed with a balance of 0, which can result from a number of things, but the support team will be able to advise.

Enterprise Heading Code Relationships

Enterprises that are created using the Autosetup are automatically linked to a selection of appropriate Heading Codes in the Sales, Purchases and Overhead Expenses bands, the exact codes will depend on the Enterprise Type selected. Manually created Heading Codes are also linked to all potential Sales codes for that Enterprise Type. When an Enterprise is linked to a Heading Code, then that combination can be used in data entry.

It is very easy to edit the Enterprise Heading Code links. However, if a combination of Enterprise and Heading Code have been used in data entry or budgeting, then they cannot be unlinked.

Finished enterprises do not show in the Enterprise Heading Code Relationships screen.

All Enterprises are automatically linked to the General Enterprise which exists in each financial year, meaning that a specific Enterprise may not be needed to be selected for all entries.



Templates

Repeating transactions for invoices, credit notes and cash analysis transactions save time and make data entry more consistent. Templates can also be setup for journal entries, to save time and ensure the debits and credits are correctly selected.

Bank Reconciliation

For help with entering a Bank Reconciliation please refer to the program Help text, or Farmplan website.

The Statement Summary report displays all statements and any adjustments that have been entered. These are normally only needed when setting up a new business. Unreconciled statements should be investigated and resolved. The difference at the bottom of the Statement Summary Report should be zero, a figure here could be caused by an incorrect opening bank balance being entered when the business was setup.

Backups

We recommend that regular backups of your data are stored in the 'cloud' using your Private Web Backups slots so that they are stored securely away from your office, but are easily accessible from any machine sharing your license details. They are available for any person within your business who has access to your accounts data using your Farmplan license.

There may be occasions when you wish you share your accounts data with outside 3rd parties such as your accountant or a consultant who has Farmplan's software themselves, and this can easily be done via a web backup. By backing up to your Third Party slot in Other Web Backups, you can authorise a third party to be able to download your data onto their own computers by giving them your customer number and third party code. If you need a copy of this 3rd party code, please contact support.

You can also add a password for additional security, but remember to pass that onto any 3rd parties as well.